

**KAMICO Instructional Media, Inc.'s  
Equal Employment Opportunity (EEO) and  
Affirmative Action (AA) Programs**



Equal Employment Opportunity (EEO), Affirmative Action (AA), and diversity are terms that are distinctively different, yet closely related. They each play an important role in establishing an equitable, productive, inclusive and diverse work environment. At KAMICO Instructional Media, we are fully committed to ensuring that our workplace incorporates all three.

EEO is based on legal requirements under Title VII of the Civil Rights Act of 1964, Executive order 11246, Section 503 of the Rehabilitation Act of 1973, Vietnam Era Veteran's Readjustment Assistance Act of 1974 (VEVRAA), Americans with Disabilities Act Amendments Act (ADAAA), and more. These regulations prohibit discrimination based on race, ethnicity, national origin, age, religion, sex, disability, marital status, and other protected classes related to hiring, promoting, training and terminating employees.

Just like EEO, AA is also based on legal requirements mentioned above. AA was developed to ensure extra steps were taken to eliminate present and past discrimination. AA programs are meant to identify and break down barriers, both visible and invisible, creating an even playing field where everybody has a fair chance to reach their full potential in contributing to our business. It includes the positive steps employers take such as developing affirmative action programs, monitoring our representation, identifying and eliminating potential barriers, expanding outreach, recruiting, mentoring, training and other development programs to help employers hire, retain, and advance qualified workers. It is a proactive strategy to attain an inclusive and diverse workforce.

Diversity goes beyond the legal requirements of EEO and AA. It means understanding that each individual is different and recognizes these characteristics. Diversity is a tool that supports KAMICO's business strategies and allows us to explore individual differences and similarities in a safe, positive and nurturing environment. It also allows us to leverage these attributes to deliver on customer commitments and to power innovation.